

Service-Learning Communication Tips!

- If you are working in a group, choose a partner liaison to be the main point of contact with your partner.
- Figure out what days/times during the business week (M-F, 8am-6pm) that your whole group is available to meet **before** contacting your partner.
- When using email, you should cc your group members
- When contacting your partner, send an email, if you don't get a response in 2 business days, make a phone call (leave a message if necessary), if you don't get a response within 2 business days, contact the CSL, serveandlearn@mail.wvu.edu or 304-293-8761.
- **Be confident and professional** when contacting and working with your community partner! You are providing help for them that they may not get any other way and they appreciate your help. Your placement is a safe and structured way for you to learn and have new experiences outside of the classroom, so **don't be afraid** to express your ideas and make your unique contribution, but always do so in a respectful, tolerant, and appropriate way.
- The Center for Service and Learning will be checking in with your group and your partner throughout the semester, so **be sure to let us know if you have questions or if things aren't going well for any reason**. It's rare that we can't help solve problems by mediating and assisting with communications.

Center for Service and Learning
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